

1 April 70

MEMORANDUM FOR: Chief, PSG

Steve: ✓

I note that Fitness Reports are GS-14's and above are due to be prepared in April. As part of this important function, I am expecting that you will prepare the Fitness Reports on [redacted]

[redacted] and your Division Chiefs [redacted]

[redacted] I will prepare the Reviewing Official remarks on these individuals. I would like to have these reports in hand no later than c.o.b. 15 April.

[redacted]
Executive Director, NPIC
4 March 1970
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

25X1
25X1

25X1

Declass Review by
NIMA/DOD

MEMORANDUM FOR: Chief, TSSG
John: ✓

I note that Fitness Reports on GS-14's and above are due to be prepared in April. As part of this important function, I am expecting that you will prepare the Fitness Reports on [redacted] and your Division Chiefs [redacted]

[redacted] I will prepare the Reviewing Official remarks on these individuals. Fitness Reports on your two Staff Chiefs [redacted] may be handled within TSSG. I would like to have these reports in hand no later than c.o.b. 15 April.

[redacted]
Executive Director, NPIC
(DATE)

4 March 1970

FORM NO. 101
1 AUG 54 REPLACES FORM 10-101
WHICH MAY BE USED.

(47)

25X1
25X1

25X1

✓ Received

MEMORANDUM FOR: Chief, IEG

Hank:

I note that Fitness Reports on GS-14's and above are due to be prepared in April. As part of this important function, I am expecting that you will prepare the Fitness Reports on [redacted] and your Division Chiefs [redacted]

[redacted] I will prepare the Reviewing Official remarks on these individuals. I would like to have these reports in hand no later than c.o.b. 15 April.

[redacted]
Executive Director, NPIC
4 March 1970
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Chief, PPBS

Ed:

I note that Fitness Reports on GS-14's and above are due to be prepared in April. As part of this important function, I am expecting that you will prepare the Fitness Reports on [redacted] and your Division Chiefs [redacted]

[redacted] I will prepare the Reviewing Official remarks on these individuals. I would like to have these reports in hand no later than c.o.b. 15 April.

[redacted]
Executive Director, NPIC
4 March 1970
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

1 April
AS 31 JAN. 1970

JOB #184A ROSTER OF EMPLOYEES DUE A FITNESS REPORT-ALPHA BY GRADE BY DIVISION BY OFFICE

OFF.	ORGAN.	TYPE	FR	SER.#	NAME	D.O.B.	S	GR	SD	OCCUP.	TITLE	HQ.	TYPE	PER.	DUE	MOS.		
															APP.	END.	O/P	DEL.
25X1	NPIC	72050	ANNUAL	530364	[REDACTED]	03/06/31	F	05	IP	CLERK	TYPIST	1	P	03/70	04/70			
	NPIC	72050	ANNUAL	025054	[REDACTED]	10/13/11	M	15	IP	ID	GENERAL	1	C	03/70	04/70			
	NPIC	72050	ANNUAL	007262	[REDACTED]	06/11/25	M	15	IP	ID	GENERAL	1	C	03/70	04/70			
	NPIC	72050	ANNUAL	013170	LUNDAHL ARTHUR C	04/01/15	M	18	IP	DIR	OF PHOTO INTEL	1	C	03/70	04/70			

ALSO, 3 GROUP OUTLIES

[REDACTED]

DIRECTIONS FOR COMPLETING FORM 45, FITNESS REPORT

GENERAL

1. POLICY

It is Organization policy to inform employees of the effectiveness of their work performance. Organization policy also requires that supervisors record at least once each year their opinions and evaluations of the work performance of employees under their jurisdiction. Evaluations will also be made whenever it is necessary or desirable to provide Organization management with information which may be pertinent to future personnel actions affecting these individuals. HR 20-20 (FR 20-9) outlines policies concerning the requirements for submitting initial, annual, reassignment and special reports, showing the report to the employee and appeals procedure. The Fitness Report, Form 45, is used to record evaluations. However, an evaluation in memorandum form may be substituted for Form 45 for employees in Grade GS-14 and above. Care must be taken to insure that the memorandum observes the basic purposes of a Fitness Report. It must contain the identifying information required in Section A of Form 45, a general description of the duties performed, and ONE rating, from among those defined in Section B of Form 45, to describe the employee's overall performance in his current position. It must also bear the signature of the supervisor and the reviewing official and must either be signed by the employee or contain an explanation for the absence of his signature.

2. SUBMISSION

The Fitness Report will be submitted in duplicate to the Head of the Career Service concerned. The Head of the Career Service will retain one copy and will forward the original to the Office of Personnel.

3. INITIAL REPORT

A Fitness Report will be prepared for each employee as of nine months after his entrance on duty with the Organization. An initial report need not be made when a Fitness Report has already been made for some other purpose within 90 days prior to the due date of the initial report. The initial report is of particular importance in providing a record of the supervisor's evaluation of the employee before the employee has completed his twelve-month trial period. An initial report may be deferred for a period not to exceed 30 days beyond the due date to provide the supervisor with additional time to evaluate an employee who has been under his jurisdiction for less than 90 days.

4. ANNUAL REPORT

A Fitness Report will be prepared annually for each employee, except when a Fitness Report has been made for some other purpose within 90 days prior to the due date of the annual report. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor for 90 days.

SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

GRADES	FOR PERIOD ENDING	DUE IN OFFICE OF PERSONNEL	
		FROM HEADQUARTERS	FROM FIELD
GS-1 through GS-5	31 March	30 April	31 May
GS-6 through GS-8	30 June	31 July	31 August
GS-9 through GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

5. REASSIGNMENT REPORT

Supervisors will prepare a Fitness Report when the supervisor is changed by the reassignment of the employee or the super-

visor. When the supervisor is reassigned and has numerous reassignment reports to prepare he needs to complete only Sections B and D of the report.

DIRECTIONS FOR COMPLETING FORM 45, FITNESS REPORT

SECTION A — GENERAL

The items of this section should be completed by the appropriate administrative or personnel officer. Special instructions for completing or omitting items of this part of the report should be carefully observed on Field Transmittal — Fitness Report, Form 45a.

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES AND OF OVERALL PERFORMANCE

Rating Scale

The rating scale as set forth in this section in Form 45, Fitness Report, is to be used to reflect evaluation of Specific Duties and of Overall Performance. Use a single rating letter without the addition of decimals, plus or minus signs, or other modifications. In making your selection of the adjective evaluation for Section B and in completion of the narrative in Section C the following factors should be considered as appropriate:

Cost Consciousness	Mobility
Security Consciousness	Initiative
Ability to Think Clearly	Versatility
Supervisory Effectiveness	Productivity
Acceptance of Responsibility	Decisiveness
Foreign Language Competence	Resourcefulness
Effectiveness of Oral Expression	Cooperativeness
Effectiveness of Written Expression	Records Discipline

Rating of Performance of Specific Duties

In this section the supervisor will list in order of importance the most significant duties the employee has performed during the rating period. Each duty shall be described in sufficient detail to provide information which may be useful later in considering individuals for other assignments. Your evaluation should be recorded by entering the appropriate letter in the box provided for your evaluation of each duty.

Rating of Overall Performance in Current Position

In making this rating the supervisor should, in addition to performance on all specific duties, consider the employee's conduct on the job, his productivity, working relationships and adaptability in order to arrive at a rating which will reflect an employee's overall value on the job. Although promotability may be considered in the evaluation, no specific promotion recommendations will be made on Fitness Reports as specified by HR 20-21b.

SECTION C — NARRATIVE COMMENTS

In this section the supervisor describes the employee's demonstrated abilities or deficiencies in the performance of his present job. Full narrative comments should be made on each appropriate element. The narrative comments may include reference to a specific duty. Any weakness noted in a prior year's fitness report must be commented on in the subsequent fitness report. Statements such as "no change from previous re-

port" will not be used. Any relatively high or low ratings in Section B should be explained or amplified by supporting statements. In addition, the supervisor may comment here on any extenuating circumstances which might affect the productivity and effectiveness of the employee. Comment should be made on the relative performance of the person being rated with other people known to the rater doing comparable work. Manner of performance of managerial and supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds *must* be commented on for all employees who have responsibility for managing Agency assets. (If the employee being rated does not have such responsibilities, a statement to that effect must be included.) In evaluating managerial and supervisory effectiveness, the following factors should be considered:

Delegation of responsibility

Establishment and maintenance of clear lines of authority
Use of personnel, space, equipment, funds, etc.
Formulation and coordination of programs
Developing teamwork

In completing the ratings on Career-Provisional employees comment should be made on the intent, capability and desire of the individual to fulfill the service obligations of the Career Service to which he is assigned.

SECTION D — CERTIFICATION AND COMMENTS

The person being rated may attach to his Fitness Report a memorandum concerning any part of the report. The memorandum will be attached to the original for inclusion in the Official Personnel Folder. Rating officers will certify on the fitness report that poor performance, when it occurs, has been a subject of discussion with the employee preferably before but at least at the time of the fitness report.

Reviewing officials are responsible for assuring that all reports made by rating officials under their jurisdiction are consistent and reflect uniform standards of reporting. Through the counseling and supervision of rating officials, reviewing officials can play a major role in improving the operation of the Fitness Report program.

In addition, reviewing officials should, as a matter of practice, provide their own evaluation by positive comment on the performance and potential of the individual being rated; by contributing information on future utilization or training and by commenting on the liberality or strictness of the rater where appropriate. Follow-up action on the Marginal and Unsatisfactory ratings is also a reviewing official responsibility.

If the reviewing official is in substantial disagreement with the rating official he should state whether or not he has discussed the evaluation with the rating official and the employee.

When a person departs an overseas station without having been shown his Fitness Report, it is incumbent upon the Career Service to have the report shown to the individual.